

**City of Burlington Housing Authority
Riverview Manor**

September 20, 2012

The regular monthly meeting of the City of Burlington Housing Authority was held on Thursday, September 20th, 2012, 6:30 P.M. at Riverview Manor. The meeting was called to order by Chairman Lapp.

COMMISSIONERS PRESENT: Chairman Lapp, Vice-Chairman Stubley, Secretary Heck, Commissioner Iselin, Commissioner Stoehr and Resident Manager, Dorothy Henning.

Minutes from the August 16th. meeting were reviewed and approved by a motion by Stubley, seconded by Stoehr, motion carried unanimously.

FINANCIAL REPORT:

**Reserve Account balances as of August 31, 2012
(See attached statement balance sheet)**

OCCUPANCY REPORT:

Manager Henning reported 19 on the waiting list for 1 bedroom units and 1 for 2 bedroom units.

BUILDING AND MAINTENANCE:

Board members walked the grounds and were very pleased with additional landscaping done by Koch Kuts that included brush removal, trimming and new plantings surrounding Riverview Manor.

COMMUNICATION

The new computer purchased for the office is installed and the one replaced will be set up in the Community Room for the residents use.

Copies of the monthly operating statements, bills and bank statements were dispersed and reviewed by board members

NEW BUSINESS

A motion was made by Stuble, seconded by Heck to approve the fee of \$75.00 for webinars regarding low income tax credits and other informational items of interest to Manager Henning. Motion carried.

A motion by Stuble, seconded by Stoeck to approve Manager Henning, Chairman Lapp and Office Assistant Ratkowski attendance at the Wi-Carh meeting in November at Wisconsin Dells. Motion carried unanimously.

UNFINISHED BUSINESS

Board members will meet September 21st. with Burlington City Officials and representatives from Dimension Development regarding the revitalization of Riverview Manor.

ADJOURNMENT

There being no further business, motion to adjourn was made by Stoeck, seconded by Iselin and carried unanimously. Meeting adjourned at 7:00 P.M. The next monthly meeting has been tentatively scheduled for October 18th.


Ralph Heck, Secretary